

MEAP Test Administration

Valid and reliable MEAP testing requires that tests are first constructed in alignment with State curriculum and then scored according to sound measurement principles. Sound testing practices require that schools administer all tests in a consistent manner across the state so that all students have a fair and equitable opportunity for a score that accurately reflects their achievement in each subject.

The schools play a key role in administering the MEAP tests in a manner consistent with established procedures, monitoring the fair administration of the test and working with the MEAP Office to address deviations from established test administration procedures. District and school faculty members play a key role in the fair and equitable administration of successful MEAP testing. Please review the testing procedures in the MEAP Test Administrator Manual, follow the established test administration procedures carefully, and notify the MEAP Office if a problem arises.

District MEAP Coordinator Responsibilities

Each district or school has one person designated as the district MEAP coordinator who is responsible for

- reading and becoming familiar with the information in this handbook prior to the testing window.
- serving as the contact person between the district and the MEAP Office and/or MEAP Scoring Services.
- coordinating the ordering, distribution, collection, return, and security of testing materials.
- directing the accurate completion of student identification information and “School Use Only” sections of student answer folders.
- disseminating testing information contained in correspondence to district and school staff (including administrators, curriculum directors, teachers, and counselors), and to students and parents where appropriate.

The principal (or a designee) of non-public schools serves as the MEAP coordinator.

Building MEAP Coordinator Responsibilities

Each school building that is involved in testing (including adult and alternative education programs) should have a building MEAP coordinator who will be responsible for

- reading and becoming familiar with the information in the MEAP Test Administrator Manual for the specific testing cycle (i.e., fall, winter, or spring) prior to testing.
- serving as the building contact person between the school and the district MEAP coordinator.
- carrying out building-level duties involved in the distribution, security, and collection of testing materials.
- returning materials after testing to the district MEAP coordinator.

Building MEAP coordinators should meet with the district MEAP coordinator to discuss topics such as scheduling, procedures for receiving and returning materials, test security, completion of “School Use Only” sections of student answer folders, and other issues.

Test Administrators and Proctors

The MEAP tests were designed to be administered, when possible, by the students' teacher(s) for the subject area being tested. Depending on the number of students in each room, proctors may also be assigned to assist the test administrator. Test administrators and proctors are responsible for

- reading and becoming familiar with MEAP test administration procedures for the specific testing cycle (i.e., fall, winter, or spring) prior to testing.
- reading directions *exactly as they appear* in the test administrator manual to students, and answering questions about test directions.
- verifying that no unauthorized materials or equipment are being used during testing.
- moving throughout the testing room and ensuring that students are working in the correct section of their test booklets and are marking their responses in the appropriate areas of their answer folders.
- reporting instances of deviations in test administration or irregular student behavior to the building MEAP coordinator for early and fair resolution of any concerns.
- reviewing student information on answer folders and the New Student Registration Form (if used) for accuracy.

It is very important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors *may not give help of any kind* to students during the tests. This includes defining or pronouncing words and reading any part of the test aloud to students, except where specifically indicated in the directions.

MEAP Field-Testing

To comply with No Child Left Behind (NCLB) requirements, the MEAP is in the process of developing new test designs for field-testing during the winter and fall 2005 testing cycles. More details related to test designs will be released as they become available.

These changes can be expected to have a major impact in grades 3 through 8. As required by NCLB, every student must be tested in mathematics and English language arts every year starting in the fall of 2005. The results must be reported in such a way that teachers can see how the students are performing on each of the Michigan's Grade Level Content Expectations (GLCE). Consequently, more students will be tested and the tests will be longer than they have been for the past several years.

In the past, the MEAP has used field-testing in a limited number of schools to assist in trying out new test items for future assessments. Because the MEAP plans to release all items relating to the core GLCE each year, it is necessary to significantly increase the field-testing of new test items. As a result, a relatively large number of schools will participate in field-testing new items in grades 3 through 8 during the Winter 2005 operational testing cycle.

In winter of 2005, stand-alone field tests will only be used to try out test items and will not be used for scoring or reporting purposes. These tests will simulate the real or operational tests given in the subsequent fall, giving participating schools an opportunity to gain experience in administering either the ELA or mathematics tests at all required grades. Schools will be selected to provide a representative sample of the statewide student population. It is anticipated that stand-alone field tests will be divided into 3 parts and will take approximately 40-45 minutes for each part. These field tests

will be conducted in the following grades and subject areas:

- Grade 3 – English language arts and mathematics
- Grade 5 – English language arts and mathematics
- Grade 6 – English language arts and mathematics
- Grade 7 – Mathematics
- Grade 8 – English language arts

For ELA at grades 4 and 7, and mathematics at grades 4 and 8, where there is an operational test being given in winter of 2005, some additional items will be incorporated into the assessments for field-testing purposes. This is called “embedded field-testing,” and we will use embedded field-testing as part of all operational tests in the future. Both embedded and stand-alone field-testing will occur during the winter 2005 assessment window.

MEAP Test Schedule

Academic Year 2004–2005			
Window	Dates	Students Tested	Subjects
Fall 2004	10/25 – 11/05/2004	10 (dual enrollees only) 11 (dual enrollees only) 12 (all as needed)	English language arts ² , mathematics, science, social studies
Winter 2005	01/24 – 02/11/2005	Grade 3	*English language arts, *mathematics
		Grade 4	**English language arts, ** mathematics
		Grade 5	*English language arts, *mathematics **science, **social studies
		Grade 6	*English language arts, *mathematics
		Grade 7	**English language arts, *mathematics
		Grade 8	*English language arts, **mathematics, **science, **social studies
Spring 2005	Cycle 1: 04/25 – 05/06/2005 ¹ Cycle 2: 05/02 – 05/13/2005 ¹	10 (dual enrollees only) 11 (all as needed) 12 (all as needed)	English language arts, mathematics, science, social studies

¹ Districts will be given the option to choose one of these two cycles.

² The English language arts test will include both reading and writing, but not listening.

* Stand-alone field tests to be administered by a limited number of schools.

** Standard MEAP tests with operational and field test items included.

MEAP Test Schedule Academic Year 2005-2006			
Window	Dates	Students Tested	Subjects
Fall 2005	10/3 - 10/21/2005	Grade 3	English language arts ² mathematics
		Grade 4	English language arts ² mathematics
		Grade 5	English language arts ² mathematics science
		Grade 6	English language arts ² mathematics social studies ⁶
		Grade 7	English language arts ² mathematics
		Grade 8	English language arts ² mathematics science
		Grade 9	social studies ⁶
Fall 2005¹ (Retest)	10/24 – 11/4/2005	10 (dual enrollees only) 11 (dual enrollees only) 12 (all as needed)	English language arts ³ mathematics science social studies
Spring 2006¹	⁴ Cycle 1: 03/20 - 03/31/06 ⁵ ⁴ Cycle 2: 03/27 - 4/07/2006 ⁵ ⁴ Cycle 3: 04/03 - 4/14/2006 ⁵	10 (dual enrollees only) 11 (all as needed) 12 (all as needed)	English language arts ² mathematics science social studies

¹ Several changes are being considered by the state legislature and a special commission that may affect the high school assessment schedules. These are tentative schedules subject to change.

² The English language arts tests will include reading and writing, as well as the optional listening portion.

³ The English language arts tests will include both reading and writing, but not listening.

⁴ Districts will be given the option to choose one of these three cycles.

⁵ Unless an exception has been granted in writing or through email.

⁶ The social studies assessments will be given in fall of 2005 at the 6th grade (covering the later elementary benchmarks) and at 9th grade (covering the middle school benchmarks). Districts may choose the test window to administer the 6th and 9th grade social studies tests that aligns with the grade configuration of the affected buildings. For example, if a district has a K-8 building and a 9-12 building, the 6th grade social studies test would be administered during the middle school test window (10/03 - 10-21/2005). The 9th grade social studies test would be administered during the high school retest window (10/24 - 11/4/2005).

All tests are **untimed** and student-paced. Arrangements **must** be made to allow additional time during the same continuous session for students who require more time to complete these tests. The following are **approximate** times needed for each test session.

Spring and Fall Test Cycle

English Language Arts

Part 1: Writing

Session 1: Writing from Knowledge and Experience..... 80 minutes (approximately)

Session 2: Reporting and Reflecting.....35-45 minutes (approximately)

Part 2: Reading.....80 minutes (approximately)

Part 3: Listening for Understanding (Optional)..... 25 minutes (approximately)

Mathematics

Part 1..... 50-60 minutes (approximately)

Part 2 50-60 minutes (approximately)

Science 90-105 minutes (approximately)

Social Studies

Part 1.....45-55 minutes (approximately)

Part 2.....45-55 minutes (approximately)

Winter Test Cycle

Grade 4 Tests

Mathematics

Part 1.....30-35 minutes

Part 2.....30-35 minutes

Part 3.....30-35 minutes

English Language Arts

Part 1: Session 1..... .45 minutes

Part 1: Session 2..... .45 minutes

Part 2A50 minutes

Part 2B.....50 minutes

Part 325 minutes

Grade 5 Tests

Science

Part 1.....50 minutes

Part 250 minutes

Social Studies

Part 1.....55 minutes

Part 260 minutes

Grade 7 Tests

English Language Arts

Part 1: Session 1.....45 minutes

Part 1: Session 2.....45 minutes

Part 2A50 minutes

Part 2B.....50 minutes

Part 3.....25 minutes

Grade 8 Tests

Mathematics

Part 1.....35-40 minutes

Part 2.....35-40 minutes

Part 3.....35-40 minutes

Science (Grade 8)

Part 1.....50 minutes

Part 250 minutes

Social Studies (Grade 8)

Part 155 minutes

Part 260 minutes

Approximately 10 minutes should be scheduled prior to each test session for completion of the New Student Registration Form for any students who do not have a preprinted label or answer folder. Once completed, the New Student Registration Form must be placed inside the corresponding answer folder.

All testing must be completed during the testing cycle and all materials must be returned by the appropriate deadlines. *(See MEAP Test Administrator Manual for test cycle timelines.)*

Test booklets (including Braille, large-print, and audio versions) are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools. All materials must be returned after testing. **MEAP test booklets and student answer folders are secure documents and may not be copied or retained in schools. They must be kept in locked storage both before and after testing. No person, other than students to be tested, shall be allowed to review or take the test.**

Students to Be Tested

Michigan has made the commitment that all students must be tested as required by federal and state policy. The MEAP tests provide an opportunity to assess the largest number of students in elementary, middle and high school. According to federal law, the Individualized Education Plan (IEP) specifies whether or not the student participates in each of the MEAP assessments or in an alternate assessment. The MEAP testing window allows adequate time for schools to administer tests and to provide opportunities for make-up testing. Some students may require appropriate and reasonable accommodations where such accommodations are necessary to measure achievement relative to state standards.

Participation of Foreign Exchange Students

It is the policy of the Michigan State Board of Education that all students participate in required state level assessments. Foreign exchange students will be included in the calculation of the participation rate for Adequate Yearly Progress (AYP) if the district includes them in the state school aid membership count in a grade level where state assessments are administered (for example in grade 11).

Some foreign exchange students may be classified as English Language Learners (ELL). This classification requires that an English Language Proficiency assessment be administered to the student. If the student is determined to be an English Language Learner, and it is the first school year that the student is enrolled in school in this country, the student may be excused from the English language arts assessment. The English Language Proficiency assessment will be substituted for the English language arts assessment when calculating the 95% participation rate for AYP.

The U.S. Department of Education requires that ELL students take the mathematics assessment. The mathematics score may be excluded from the AYP proficiency calculation because the student had been enrolled in the school for less than a full academic year prior to testing.

Participation rates are not calculated for the science or social studies assessments. There is no requirement that foreign exchange students participate in these assessments.

MEAP and MI-Access Assessments for Ungraded Students

Michigan State Board of Education policy, the No Child Left Behind Act, and the Individuals with Disabilities Education Act require that state level assessments be administered to ALL students in required content areas. District policy determines grade assignments for students. However, when the district identifies a student as ungraded in the Single Student Record Database (such as some

programs for students with disabilities and alternative education programs), the state will assign students to a specific grade based on the following table.

Student Age* in Ungraded Programs	Grade Assignment	Required Content Areas to be Assessed in Academic Year 2004-2005 (MEAP and MI-Access)	Required Content Areas to be Assessed in Academic year 2005-2006 (MEAP and MI-Access)
9	3 rd		-English Language Arts -Mathematics
10	4 th	-English Language Arts -Mathematics	-English Language Arts -Mathematics
11	5 th	-Science**, -Social Studies**	-English Language Arts -Mathematics -Science**
12	6 th		-English Language Arts -Mathematics -Social Studies**
13	7 th	-English Language Arts	-English Language Arts -Mathematics
14	8 th	-Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science**
15	9 th		-Social Studies**
16	10 th		
17	11 th	-English Language Arts -Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science** -Social Studies**
18	12 th		

* Students must be these ages on or before December 1st of the school year in which the assessment is administered.

** For students with an IEP requiring an alternate assessment, the IEP Team will determine how the student is assessed in these content areas until the state develops MI-Access assessments in these content areas.

Fall Test Cycle

The only students who may test include:

- Students who will graduate the following spring (including those in grade 12, alternative education, and adult education) who have not yet taken the HST.
- Students who have previously taken the HST should be given the opportunity to retest in order to qualify for an endorsement or a Michigan Merit Award, to receive a higher level, or to receive a higher scaled score.

- Grade 10 or Grade 11 students who must test early for dual enrollment purposes and have provided a letter from a parent or guardian to the school indicating their intention to dual enroll. Note that students who wish to dual enroll in the fall of their senior year must test in the fall of their sophomore or junior year (not in the spring of the junior year) to be eligible.

Winter Test Cycle

All students in grades 4, 5, 7, and 8 must be given the opportunity to take all of the MEAP tests administered in their grades. The Individualized Education Plan (IEP) Team is to determine how students with disabilities are assessed in each of the core content areas.

Students in grades 4, 5, 7, or 8 who are repeating a grade and who took the MEAP tests the previous year are to be tested again. Students in nongraded programs must be tested if they are in the 4th, 5th, 7th or 8th year after kindergarten.

Spring Test Cycle

Every Grade 11 student as defined by the local school district based on academic standing, who has not taken the HST and wants to earn endorsements or to qualify for the Michigan Merit Award, must be given an opportunity to test. The only other students who may take the HST for the first time during the spring test window include:

- Grade 10 students who have provided a letter from a parent or guardian to the school indicating their intention to dual enroll in the winter of their junior year will want to test now in order to meet dual enrollment eligibility deadlines.
- Every student who is graduating in the current school year (including those in grade 12, alternative education, and adult education) who has not yet taken the HST needs an opportunity to test.

Any student who has previously taken the high school tests should be given the opportunity to retest in order to qualify for an endorsement or a Michigan Merit Award, to receive a higher level, or to receive a higher scaled score.

Announcing the Tests

Inform teachers about the Michigan Educational Assessment Program (MEAP) and the testing that will occur. An announcement at a staff meeting would serve this purpose. Provide teachers with guidelines about preparing for the test, conducting the tests, and materials to be removed from the room during testing.

Students and parents should be informed about the MEAP tests and the Michigan Merit Award Program requirements well before the testing dates. Students should also be told ahead of time what materials they will need to bring to each test. School staff should assist students in determining which students should test during this test administration window.

If there is a school newsletter sent to parents, an announcement of the testing dates, with a brief description of MEAP tests, endorsements, and the Michigan Merit Award Program should be included. A brief announcement in the local newspaper may also be considered.